

Policy Office

MEMO

To: UVU Board of Trustees

From: Linda Makin, VP of Planning, Budget, and Human Resources

Cara O'Sullivan, Policy Officer

Date: June 19, 2014

Re: Summary of Policies to be Presented at Board of Trustees, June 19, 2014

Included in this agenda for your consideration are the following policies:

Policy 302 *Hiring of Staff and Student Employees* (Revision)

Note: The implementation of this revised policy includes the deletion of Policy 303, 305, and 307

Policy 504 *Excessive Credit Hours Earned Tuition Surcharge* (Revision)

Policy 511 *General Student Fees* (New)

Policy 546 *Student Consumer Complaints* (New)

Policy 610 *Credit Hour* (New)

In accordance with Policy 101 *Policy Governing Policies*, President's Council has approved these policies for submission to the board.

POLICY 302 *HIRING OF STAFF AND STUDENT EMPLOYEES*

Note: The implementation of this revised policy includes the deletion of Policy 303, 305, and 307. These policies are in strike-out and are included with Policy 302.

Purpose of This Policy

Policy 302 governs the hiring of staff and student employees.

Why This Policy Has Been Updated

The current policies have not been updated since 1995. It was decided to combine Policies 303, 305, and 307 into the revised 302:

- Policy 303 *Hiring of Hourly and Contract Positions, Career Promotions, and Employee Reassignment*
- Policy 305 *Non-Faculty Positions: Posting and Waiver of Posting*
- Policy 307 *Criteria for In-House Applicants*

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POLICY 504 *EXCESSIVE CREDIT HOURS EARNED TUITION SURCHARGE*

Purpose of This Policy

This policy encourages students to avoid accumulating credit hours beyond those needed to complete a program of study and to inform students of the surcharge.

Why This Policy Has Been Updated

This policy needs to be updated to comply with changes made to Utah State Board of Regents Policy R510 *Tuition and Fees*, which was adopted on November 16, 2012.

POLICY 511 *GENERAL STUDENT FEES*

Purpose of This Policy

This new policy brings UVU into compliance with Utah Board of Regents Policy R510 *Tuition and Fees*.

Why This New Policy Is Needed

Utah Board of Regents Policy R510 *Tuition and Fees*, section 5.3 stipulates:

- “Each institution shall establish a student fee advisory board to oversee the creation, review, and maintenance of required student fees.”
- “The institutional policy shall contain processes for the student fee advisory board to follow in the creation, review and maintenance of student fees.” This policy must include provisions for fee creation, fee review, fee maintenance, and fee reporting.

POLICY 546 *STUDENT CONSUMER COMPLAINTS*

Purpose of This Policy

This policy provides students a venue in which to address consumer complaints they may have.

Why This New Policy Is Needed

Working with the Commissioner’s Office, Academic Affairs, Distance Education, and Compliance Services have been working together to address the requirements of the U.S. Department of Education’s *State Authorization Act*. USHE institutions must meet this requirement because we are subject to a consumer complaint process found in the

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Utah Consumer Sales Practices Act. To fully comply with the regulation by the June 30, 2013, deadline, USHE institutions were asked to post language about the consumer compliant process on their websites. The language for the policy was provided by Kevin Olsen of the Utah Attorney General's Office.

POLICY 610 CREDIT HOUR

Purpose of This Policy

In compliance with USC 34 CFR 600.2 and 600.4, higher education institutions must implement policies about the definition and assignment of credit hours.

Why This New Policy is Needed

Under the federal law, higher education institutions are required to:

- Implement a policy that includes the federal definition of credit hour and stipulates credit hours for all courses and programs at the institution;
- Implement processes to periodically review the application of its policy on credit hour across the institution to ensure that credit hour assignments are accurate and reliable;
- Document and review any variations in the assignment of credit hours to ensure that these variations conform to commonly accepted practices in higher education.